

11 February 2021

JETT C. QUEBEC

Department Head
Department of Liberal Arts & Behavioral Sciences
Visayas State University
VISCA, Baybay City, Leyte

Dear Sir,

This letter is in response to your ***FACULTY POSITION*** hiring with reference to your posting on the VSU website.

I graduated *cum laude* from the University of San Carlos with the degree in BS Psychology and is as a law student (Executive Class, Sat-Sun), currently in my 2nd year, at the University of San Jose-Recoletos. I had my experience in teaching during my internship years where I taught General Psychology to Marine Engineering Students at UC-LM.

Pre-pandemic, I was an HR officer in an English school for 2 years and is well verse with teacher-student relationship. I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. With dedication and hard work for 2 years as an HR professional, I feel that a relationship with your school would mutually beneficial and would also allow me to refine my skills in a new working environment.

Together with this email, attached is my requirements to provide you more information about myself, my educational background, skills and qualifications.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

I am available for an interview at your convenience to review my application and talk about career opportunities in your University. You may contact me and/or leave a message at ninamaecamandona@gmail.com and 0939-634-4694.

Thank you very much.

Sincerely yours,


Nina Mae Camandona